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12 September 1967

MEMORANDUM FOR: Director of Research and Development

SUBJECT : Recommendation for Promotion

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1. [REDACTED] entered on duty with Office of Research and Development on 6 September 1966 as a Secretary-Steno, GS-5. Until June 1967 she was used as a "floater" by the Administrative Office and was temporarily assigned to any office component which required additional secretarial help. In this capacity she has been assigned, for varying lengths of time, to practically every division in ORD. She was removed from the "floater" status in June 1967 and assigned to the Administrative Office as the secretary for the Budget and Finance group.

25X1A9a 2. [REDACTED] ability as a secretary has been praised by each division chief for whom she has worked. In addition, this office has found her to be exceptional in her ability to adapt to the varying requirements placed upon her during the last year. Her performance, since reporting aboard, has been decidedly above average. She is quick to learn, willing to work, has a pleasant disposition and, in general is an asset to the office.

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3. It is therefore recommended that [REDACTED] be promoted from GS-5 to GS-6.

SIGNED
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[REDACTED]
Administrative Officer/ORD

APPROVAL:

SIGNED
RHC
Robert M. Chapman
Director of Research and Development

Date

Distribution:

Original & 1/- Addressee
✓ 1 - Special Administrative Panel
1 - PERSONNEL [REDACTED] folder (AO/ORD)
AO/ORD [REDACTED] dpc 2637 (11 Sept 1967)

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EYES ONLY

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